



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	TELECOMMUNICATIONS SPECIALIST
3	<b>Posting Number</b>	PN # 104679
4	<b>Department</b>	INFORMATION TECHNOLOGY DEPARTMENT
5	<b>Division</b>	Network Data / Voice Services
6	<b>Section</b>	
7	<b>Reporting Location</b>	611 Walker, 8 <sup>th</sup> Floor
8	<b>Workdays &amp; Hours</b>	M-F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Administer / monitor performance of the Avaya PBX(s), Intuity Voice Mail, Cisco Call Manager(s), Unity Voice Mail system(s), Nortel Key-systems, Plan old telephones (POTs) and directs corrective action. Dispatch vendors and City Human Resources to address departmental requests and resolve reported troubles. Generate reports to provide updates on service orders or trouble ticket status.	
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Computer Business Administration, Engineering, Mathematics, or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two (2) years of experience in programming, systems installation, maintenance, analysis and design or a closely related field(s) are required. Directly related experience may be substituted for the education requirement on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Preference will be given to applicants with a Cisco CCNA with experience in, Cisco routers, switches, network design, implementation, and administration.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None However, the Department may administer a skill assessment evaluation.
16	<b><u>SAFETY IMPACT POSITION</u></b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  <div>Salary Range – Pay Grade 18 \$1,042 - \$1,417 Biweekly      \$27,092 - \$36,842 Annually</div>	
18	<b><u>OPENING DATE</u></b>	May 25, 2005
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD (Telephone Device for the Deaf) is (713) 837-9496.  An equal opportunity employer	